

County of Los Angeles

**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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PHILIP L. BROWNING  
Director

SHERYL L. SPILLER  
Chief Deputy



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August 19, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT ONE TO THE AGREEMENT BETWEEN THE STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES AND THE COUNTY OF LOS ANGELES TO  
ASSIGN AND FUND A CONSULTANT TO ASSIST WITH THE IMPLEMENTATION  
OF THE AUTOMATED IN-HOME SUPPORTIVE SERVICES CASE MANAGEMENT  
INFORMATION AND PAYROLLING SYSTEM II PROJECT  
(ALL DISTRICTS AFFECTED) (3 VOTES)**

**SUBJECT**

Board approval is requested to amend the original agreement No. 00017780, between the County of Los Angeles and the California Department of Social Services (CDSS) to adjust/increase the Los Angeles County Consultant's/Subject Matter Expert (SME) salary, mileage, car rental, and airfare rates, and add per diem, gas, and parking rates that were inadvertently omitted from the original agreement.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of the Department of Public Social Services (DPSS) to amend the agreement in substantially similar form to the attached Amendment One with CDSS to permit for the adjustment of the Los Angeles County SME's base salary, mileage, car rental, and airfare rates, and the addition of necessary travel expenses incurred in the performance of SME duties that were not specified in the original agreement. The total amended cost of the SME base salary shall not exceed \$93,754.00, and will be reimbursed by CDSS.

*"To Enrich Lives Through Effective And Caring Service"*

The total amended cost of any and all related travel expenses shall not exceed \$88,184.00, and will be reimbursed by CDSS. This Amendment One to the agreement will result in no net County cost (NCC).

2. Delegate authority to the Director of DPSS to negotiate and execute future contract amendments with CDSS for any required term extension and/or increase or decrease in the agreement sum, provided there is no increase in NCC.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Maria Huerta-Merrill retired and was re-hired to participate with CDSS as the SME in the Case Management Information and Payroll System (CMIPS) II Project. During negotiations for the SME assignment, CDSS was amenable to setting the SME salary rate equal to the monthly salary rate last held by Ms. Huerta-Merrill (prior to her retirement and subsequent re-hiring). Inadvertently, incorrect salary information was provided to CDSS which resulted in CDSS converting Ms. Huerta-Merrill's salary to an incorrect hourly salary amount. This amendment will correct the salary amount to reflect the last monthly salary rate held by Ms. Huerta-Merrill.

Additionally, CDSS inadvertently listed in the original agreement, under Exhibit B, Travel Expenses Budget Detail Payment Provisions, incorrect amounts/rates for the following travel expenses: mileage, car rental, and airfare. Amendment One to the agreement reflects the correct rates for these travel expenses, which results in an increase from the original two-year total amount of \$24,690 to \$36,224 (an increase of \$11,534). Additional necessary travel expenses, i.e., parking, gas, and per diem were inadvertently omitted as well from the original agreement. Amendment One to the agreement itemizes these three additional travel expenses, which result in a two-year total amount of \$23,800. CDSS subsequently acknowledged the errors and omissions, thereby agreeing to pay the additional travel expenses noted herein above. The amended total amount for travel expenses is \$88,184.

Under this Amendment One to the agreement, the Los Angeles County SME will continue to work with Office of Systems Integration staff as part of a team to complete the CMIPS II Project procurement and assist with its implementation. The original Board-approved Los Angeles County SME base salary has been amended to reflect the correct hourly rate of \$48.83, instead of \$47.30. Los Angeles County will be reimbursed by CDSS for any and all amended costs associated with this Amendment One to the agreement. Hence, this Amendment One to the agreement will result in no NCC.

### **FISCAL IMPACT/FINANCING**

The cost of this recommendation is approximately \$181,938 in employee salaries and travel expenses, or an increase of \$38,276 from the original Board-approved agreement for \$143,662. This amount will be reimbursed in its entirety by CDSS. There is no NCC associated with this Amendment One.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This Amendment One to the agreement will be in effect upon CDSS' subsequent approval to February 14, 2010. However, the provision contained in the original agreement that grants the Director of DPSS the option to extend this agreement for an additional year, i.e., Fiscal Year 2010-11, remains in effect. The total salary amount, should this agreement be extended, shall not exceed \$46,877.

There will be no adverse employee impact as a result of this Amendment One to the agreement.

This Amendment One to the agreement will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State, and County regulations.

This Amendment One to the agreement meets the program needs of both DPSS and CDSS, and will serve a sound mutual public purpose.

Exhibit B in the attachment provides the amended Travel Expenses Budget Detail Payment Provisions.

This Amendment One to the agreement is in compliance with and authorized by Government Code Section 19050.8.

This Amendment One to the agreement has been approved as to form by County Counsel and the Chief Executive Office.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The signing of this Amendment One to the agreement will enable the County to continue to exert a positive impact on State In-Home Supportive Services policies and procedures.

The Honorable Board of Supervisors  
August 19, 2008  
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**CONCLUSION**

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Director of DPSS.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. Browning", written in a cursive style.

Philip L. Browning  
Director

PLB:MC:hd

Attachment

c: Chief Executive Officer  
County Counsel  
Deputy Chief Executive Officer

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 6/03)

Attachment

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 4 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
<b>00017780</b>	<b>1</b>
REGISTRATION NUMBER	
<b>05300508301938.1</b>	

- This Agreement is entered into between the State Agency and Contractor named below:  
STATE AGENCY'S NAME  
**OFFICE OF SYSTEMS INTEGRATION**  
CONTRACTOR'S NAME  
**COUNTY OF LOS ANGELES**
- The term of this Agreement is **February 15, 2008** through **February 14, 2010**
- The maximum amount of this Agreement after this amendment is: **\$181,938.00**  
One Hundred Eighty One Thousand - Nine Hundred Thirty Eight Dollars and no cents
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The total dollar amount of this agreement is hereby increased from \$143,662.00 to \$181,938.00.

Exhibit B, BUDGET DETAIL PAYMENT PROVISIONS, changed total dollar amount to \$181,938.00.

Attached Exhibit B Attachment 1 hereby replaces the prior version.

Attached Exhibit B Attachment 2 hereby replaces the prior version.

All other terms and conditions shall remain the same.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**



<b>CONTRACTOR</b>		<b>CALIFORNIA</b> Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <b>County of Los Angeles</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Philip L. Browning, Director</b>		
ADDRESS <b>12860 Crossroads Parkway South City of Industry, CA 91746</b>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <b>Office of Systems Integration</b>		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>Kim Heartley-Humphrey, Chief, Procurement Center</b>		
ADDRESS <b>3835 North Freeway Blvd, Suite 110 Sacramento, CA 95834</b>		
<input checked="" type="checkbox"/> Exempt per:  PURCHASING AUTHORITY 9I-0108-HHA-HQ1		

EXHIBIT B – ATTACHMENT 1  
BUDGET DETAIL PAYMENT PROVISIONS

<b>FY 2007-08</b>			
(5 Months with February Start Date)			
Salary:	Hourly	Monthly	Annual Salary (17 weeks)
Base Salary	Salary	Hours @96	
	48.83	4,687.68	19,923
COLA			0
(if applicable)			
<b>Total Salary</b>			<b>19,923</b>
Benefits:			
Retirement			0
Long Term Disability			0
UIB			0
Worker's Compensation			0
Health Insurance			0
Dental Insurance			0
FICA			0
Benefit Admin.			0
<i>Add any</i>			0
<i>specific to</i>			0
<i>Los Angeles County</i>			0
<b>Total Benefit Cost</b>			<b>0</b>
<b>Total Salaries</b>			<b>19,923</b>
<b>and Benefits</b>			

EXHIBIT B – ATTACHMENT 1  
BUDGET DETAIL PAYMENT PROVISIONS

<b>FY 2008-09</b> (12 months)			
Salary:	Hourly Salary	Monthly Hours @96	Annual Salary (40 weeks)
Base Salary	48.83	4,687.68	46,877
COLA (if applicable)			0
<b>Total Salary</b>			<b>46,877</b>
Benefits:			
Retirement			0
Long Term Disability			0
UIB			0
Worker's Compensation			0
Health Insurance			0
Dental Insurance			0
FICA			0
<i>Add any</i> <i>specific to</i> <i>Los Angeles Co</i>			0
Benefit Admin.			0
<b>Total Benefit Cost</b>			<b>0</b>
<b>Total Salaries and Benefits</b>			<b>46,877</b>

EXHIBIT B – ATTACHMENT 1  
BUDGET DETAIL PAYMENT PROVISIONS

<b>FY 2009-10</b>			
(7 months with February End Date)			
Salary:	Hourly Salary	Monthly Hours @96	Annual Salary (23 weeks)
Base Salary	48.83	4,687.68	26,954
COLA (if applicable)			0
<b>Total Salary</b>			<b>26,954</b>
Benefits:			
Retirement			0
Long Term Disability			0
UIB			0
Worker's Compensation			0
Health Insurance			0
Dental Insurance			0
FICA			0
Benefit Admin.			0
<i>Add any specific to Los Angeles Co</i>			0
<b>Total Benefit Cost</b>			<b>0</b>
<b>Total Salaries and Benefits</b>			<b>26,954</b>



EXHIBIT B – ATTACHMENT 2  
BUDGET DETAIL PAYMENT PROVISIONS

	<u>One-Way</u>	<u>Weekly</u>	<u>Weekly @ \$.47/mile</u>	<u>Annual @ 40 Weeks</u>	<u>Two Year Total</u>
Mileage	20	40	\$ 19	\$ 752	\$ 1,504
Parking	\$ 20		\$ 60	\$ 2,400	\$ 4,800
		<u>Nights per Week</u>	<u>Weekly @ \$84/night</u>	<u>Annual @ 40 Weeks</u>	<u>Two Year Total</u>
Hotel		3	\$ 252	\$ 10,080	\$ 20,160
		<u>Days per Week</u>	<u>Weekly</u>	<u>Annual @ 40 Weeks</u>	<u>Two Year Total</u>
Per Diem		3	\$ 218	\$ 8,700	\$ 17,400
Car Rental		3	\$ 160	\$ 6,400	\$ 12,800
Gas		3	\$ 20	\$ 800	\$ 1,600
Airfare		1	\$ 274	10,960	\$ 21,920
	<u>Conference/ Workshops</u>			<u>Annual @ 40 Weeks</u>	<u>Two Year Total</u>
Misc.	4,000			4,000	\$ 8,000
TOTAL :					\$ 88,184